

## INTER-OFFICE MEMORANDUM

---

Office of Accounts and Control

**TO: Chief Payroll Officers  
All State Agencies**

**DATE: July 12, 2012**

**FROM: Louise M. Anderson  
Associate Controller - Operations**

**SUBJECT: Payment Adjustments for Hybrid Retirement Code Employees for  
Wages Prior to July 1, 2012  
CPO 13-02**

---

Any payment adjustments for pay periods prior to July 1, 2012 for employees who have been converted to the new hybrid pension plan (from code 'R' to code 'H' **only**) must be processed on a no-lead. In addition, you must use the old retirement code 'R' at 8.75% ERS contribution rate.

If your adjustment is for multiple pay periods that cross FY 12 and FY 13, a no-lead must be completed for FY 12 pay periods using the 'R' code and a retro must be completed for FY 13 pay periods using the 'H' code.

For FY 13 pay period 1, any retro already submitted must be pulled, and a no-lead must be submitted for processing in pay period 2. Please call Nelia at 222-5635 to coordinate the necessary paperwork for these submissions.

We apologize for the inconvenience.